



# Workshop Menu

This “menu” serves as a list of practical training workshops on a wide variety of topics related to museums, archives, libraries, historic preservation, and community outreach and education. The workshops listed here are available through the Montana Historical Society, Montana State Library, and Department of Commerce.

Many of these workshops can be combined and/or tailored as to length and content, depending on the needs of the audience and depth of instruction required.

Please contact Jeff Malcomson at (406) 444-7427, [jmalcomson@mt.gov](mailto:jmalcomson@mt.gov), or Rich Aarstad at (406) 444-6779, [raarstad@mt.gov](mailto:raarstad@mt.gov), for information about scheduling workshops for the Montana County History Initiative.

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## MONTANA HISTORICAL SOCIETY *Outreach & Interpretation*

### Get There from Here – 1 hr.

#### ***Developing Historic Walking Tours***

Using her highly successful, Helena-based program, Camp to Capitol, as a prototype, **Ellen Baumler** will instruct participants in developing and promoting historic architectural walking tours and related programs.

### Text and Context – 1 hr.

#### ***Using Historical Sources to Understand Place***

A historian from the Society’s National Register Sign Program will lead participants in an exploration of the many different sources that are available for understanding—and telling interesting stories about—particular places.

### Buildings that Line Our Streets – 1 hr.

#### ***Understanding the Built Environment***

Why do Montana towns look the way they do? National Register Sign Program Researcher **Martha Kohl** will take attendees on a virtual tour of some of Montana’s historic buildings to discover the ways in which circumstance, ideology, fashion, finances, and function combined to shape MT’s built environment.

### Teaching with Historic Places – 1 hr.

#### ***Introduction to Heritage Education***

Explore the variety of ways in which teachers can connect high school students to local history in diverse and meaningful ways with **Martha Kohl**, Project Director for the Society’s new Montana History Textbook, *Montana: Stories of the Land*.

### History in a Box – 1 hr.

#### ***Creating a Hands-On History Trunk***

MHS Outreach and Interp. staff will walk participants through the steps of developing an interactive footlocker as a way to take history into the classroom, as well as to other organizations across the county.

### Montana Mosaic – 1 hr. ***20<sup>th</sup> Century People and Events***

MHS Outreach and Interp. staff will introduce the Society’s award-winning DVD and companion website, and lead a discussion of ways in which it can be used in the classroom, integrating it with the study of local history in the process.

## *Historic Preservation Office*

### Recognizing Place – 1 or 3 hrs.

#### ***Listing a Property in the National Register***

National Register Historian **John Boughton** will provide step-by-step guidance for those seeking to list individual properties and historic districts on the National Register of Historic Places.

### Seeking Clues to the Past – 1 or 3 hrs.

#### ***How to Research a Historic Property***

National Register Historian **John Boughton** will guide researchers through various resources to piece together the record of historic properties.

### Why Preserve? – 1 hr.

#### ***The Economic Benefits of Historic Preservation***

Deputy State Historic Preservation Officer **Rolene Schliesman** will talk about how historic preservation can benefit everyone from historic home owners to those involved in the economic development of tourism.

### What Style is It? – 1 hr.

#### ***Guide to Montana’s Architectural Styles***

From pit houses to Formalism, Architectural Historian **Rolene Schliesman** will explain the history of architectural styles in the state, and how to recognize them.

### Seven Layer Salad – 1 hr.

#### ***Archaeology and Subdivisions***

Archaeologist **Damon Murdo** serves up suggestions and processes for protecting the layers of history beneath the surface.

### SOI Sauce – 1 hr.

#### ***Historic Preservation Tax Credits for Historic Rehabilitation***

Architectural Specialist **Pete Brown** provides an overview of the Federal and State Tax Credits Programs for Historic Rehabilitation. These programs are available to projects for income-producing National Register properties.

### Show Me the Money! – 1 hr.

#### ***Finding Preservation Dollars***

Grants Manager **Roxann Lincoln** will lead participants through the maze of grants and other funding sources available for local historic preservation projects.

### Lost and Found – 1 hr.

#### ***What to Do If You Find an Archaeological Site***

State Archaeologist **Stan Wilmoth** provides guidance on the process of protection, identification and notification upon the discovery of archaeological properties.

### Buried Treasure – 1 hr.

#### ***Archaeological Site Types in Montana***

State Archaeologist **Stan Wilmoth** offers participant insight to the variety of archaeological properties across the state.

### SHPO Overview – 1 hr.

#### ***Mission and Function of the State Historic Preservation Office***

State Historic Preservation Officer **Mark Baumler** explains the many duties and services of the State Historic Preservation Office, and its role in working with counties and communities.

### Historic Structure Reports – 2 ½ hrs.

#### ***Do It Yourself Guide to HSRs***

Let **Rolene Schliesman** guide you through the process of preparing these informative technical documents.

## Museum

### Registration Methods – 1 hr. **Documentation and Preservation**

Join **Amanda Streeter Trum** for a presentation focused on the various types of museum documentation methods and the role museum registration plays in the preservation of historic artifacts.

### Understanding NAGPRA – 1 hr. **NAGPRA at the State and Federal Levels**

A MHS curator answers questions, including: What *is* the Native American Graves Protection and Repatriation Act and its state equivalent? What are the obligations of county governments and museums under NAGPRA/HB168? What are sacred objects, cultural patrimony, and funerary objects? From whom can one get assistance? Many museums have found the NAGPRA process beneficial, even rewarding. How? Why?

### Organizing your Collections – 1 hr. **Using the PastPerfect Collections Database**

**Amanda Streeter Trum** presents an overview of the PastPerfect museum database system and discussion of the advantages of using PastPerfect in documenting museum collections.

**The Fabric of Time – 1 hr.**  
**Care and Preservation of Historic Textiles**  
**Amanda Streeter Trum** and **Kendra Derrer** will present a workshop covering the basics in caring for and displaying historic textiles.

**Illustrating Local History – 1 hr.**  
**Developing Effective Exhibits**  
**Jennifer Bottomly-O’Looney** discusses the exhibition planning process-from deciding what to exhibit to determining the approach of interpretation, be it thematic or illustrative, whether working with a team or on your own. With patience, hard work, and knowledge engaging and stimulating exhibits can be created.

**Design on a Dime – 1 hr.**  
**Designing Museum Exhibits on a Budget**  
**Roberta Jones-Wallace** provides the basics of museum exhibition design including: questions to ask when getting started; budgeting time and money; using materials creatively; developing a storyline; selecting artifacts; fabricating labels; fabricating mounts and proper installation; developing interactives; exhibition assessment and audience feedback.

**Keeping House – 1 hr.**  
**Historic Homes Maintenance**  
**Vic Reiman** will teach you how to safely care for museum collections while keeping a clean house for visitors. The presentation will discuss curatorially approved methods and materials for caring for the historic house and its contents.

## Research Center

**Speaking of Montana – 4 hrs.**  
**Oral History Workshop**  
**Rich Aarstad** guides you through implementing an oral history project, discussing organization, equipment, interview techniques, oral history release forms, processing the interview, care and preservation, and finding a home for your oral histories.

**OH in the Classroom – 3 hrs.**  
**Oral History Workshop for Teachers**  
**Rich Aarstad** leads this oral history workshop, designed for educators, middle school through high school.

**Archives 101 – 2-4 hrs.**  
**Basic Concepts:  
Arrangement & Description**  
An MHS archivist presents a detailed review of the fundamentals of processing and cataloging archival collections.

**Handle with Care – 2-2 ½ hrs.**  
**Preserving Your Family Papers**  
An MHS archivist presents the issues and methods involved in caring for paper-based historical materials. This can also include a more detailed component on photograph preservation upon request.

**Starting an Archive – 3-4 hrs.**  
**Do you Really Want To?  
And if so, What Do You Need to Do?**  
This workshop by an MHS archivist, addresses foundational theory and concepts behind establishing an archive. Considerations of procedures, equipment, and training are included.

**Photograph Preservation – 2-4 hrs.**  
**How to Care for Your Images**  
Presentation explaining the issues for long term photograph preservation, including proper storage, handling and display.

## MT DEPT. OF COMMERCE, Census & Economic Information Center

**Counting on Montana – 45 min. to 4 hrs.**  
**Census Data Workshop**  
The most up-to-date, hands-on training for the U.S. Census Bureau’s rapidly changing online data tools. Stay current with the latest Census data, products, methods of access, and applications. Learn to use *American FactFinder*, the nation’s leading tool for obtaining demographic and socio-economic data, and a variety of other statistics. This is a hands-on workshop. All attendees must have access to a PC with internet capability and will be taught to efficiently and effectively retrieve Census data online; easily select geographic areas and the type of data you want to use; print your selected data in tabular form; display a thematic map; or load the data into a spreadsheet.

## MONTANA STATE LIBRARY Montana Memory Project

**Connecting Counties to the World – 1 hr.**  
**Overview of the Montana Memory Project**  
The Montana Memory Project is an online source for digital collections relating to Montana’s cultural heritage. In part, these collections document the Montana experience. Access is free and open through the Internet. Many of these items are digitized copies of historic material, some items are contemporary. All serve as a resource for education, business, pleasure, and lifelong learning. Learn about this valuable resource as it relates to your own county’s history.

**Hands-on Training – 4 hrs.**  
**An In-Depth Workshop for the Montana Memory Project**  
Do you have historic photos, oral histories, or other digital content that documents your county history and historical celebrations? The Montana Memory Project offers an online content management system that stores, manages and provides online access to your digital photos, text, audio and video. This training will help you determine which collections to digitize, offer guidance on copyright issues, and provide hands-on instruction on how to upload, describe and preserve your digital content. Extra training costs may apply, please contact Montana State Library for more information.

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